

# TOWN OF MILFORD

## JOINT LOSS MANAGEMENT COMMITTEE (JLMC)

### MEETING MINUTES

MARCH 2, 2021 Via Zoom 9:00 am

Attendees: Eric Schelberg-Chairman (Ambulance), Karen Blow (HR), John Shannon (Town Administrator), Andrew Grady (Library), Darlene Bouffard (Comm. Dev.), Mike Viola (Police), C. Labonte (BOS member), Michael Goldstein (Fire), B. Whitfield (in the place of J. Soucy), Russ Works (DPW), Rick Riendeau (DPW), Rodney Dunn (MAS), R. Heaps, A. Berry (Rec),

Quorum: 14 voting members, 8= quorum

Absent: Al St.Pierre (Water Util), Betsy Solon (Library), K. Flaherty (Fire)

The meeting was called to order at 9:00 a.m.

- I. Approval of Minutes (12/1/2020):
  - A. M. Goldstein moved to approve the minutes of December 1, 2020. K. Blow seconded. A. Berry abstained. Motion passed.
- II. Reports of Committees:
  - A. Accident investigation committee: R. Riendeau reported there were five accidents:
    - One new motor vehicle accident reported, no further details
    - One employee fell during training and went to ER, no further information available;
    - One person fell while clearing snow at the ice rink and hit head; ice grips were ordered for use-no further information
    - Two people were in the same incident-police involved, both had hand lacerations, nothing further.
  - B. Facility Inspection Committee: The Town had until the end of December to finish the inspections; Mike Goldstein needs to see those notes; Chief Viola asked about the status of panic alarms and asked if this is where he talks about that? Eric Schelberg will add that as an item at each meeting going forward. Chief Viola said the inspections were being done in late January to check all the panic alarm. Russ Works added that they are here now checking the panel lights. Chief Viola said the panic alarms were malfunctioning and not showing the location, it just showed the garage for all alarms. E. Schelberg asked how many buildings are checked? Chief Viola will have to check with Captain Sean Pelletier on that. Chief Viola noted that the

Captain has a list and has a report on the panic alarms that were tested. Chief Viola said the panic alarm issues were at Town Hall and he will check on the frequency of those tests for the next meeting. M. Goldstein asked to look at that data for Town Hall. Chief Viola indicated the alarms are tested every six months.

- III. Ongoing business: Appointments were made for JLMC at the December 2020 meeting: In 2021 Eric Schelberg is Chairman and Michael Goldstein is Vice Chairman. A fire drill will be held April 9 about 10:00 at Town Hall. Russ Works asked John Shannon if it could be moved into March, since we may open in April? John Shannon responded we do not know that, it depends on the numbers. Russ Works commented if we have a fire drill in March the doors will stay locked, but in April if we reopen, they will be unlocked. Russ Works asked if employees will meet at a specific location? J. Shannon said that needs to be worked out in each department and count heads so that we know everyone is accounted for. Ken, Russ and John will discuss further.
- IV. Safety Data Sheets: It was noted that not every department has access to the T:> drive. Eric asked if access could be requested through Bruce to have access to the T:> drive for the MSDS documents. M. Goldstein said the MSDS are not on T:> yet, we have to add Fire Dept MSDS and can get those to T:>
- V. COVID-19 Updates: John Shannon said he will meet with the Health Officer about the immunizations, we are still on Phase 1B in NH right now and most people on this call will be in the loop regarding that. If the Town Clerk will not re-open, we have to coordinate with the Town Clerk about how Town Hall re-opens because people are mostly looking for that office and they just queue up in the Lobby which creates a difficult issue. If all the data says it is safe, we will look at opening Town Hall. Other buildings can tentatively be open now because people can socially distance, but Town Hall is difficult because of the Lobby. Eric Schelberg is hopeful the general population will be moved up for the vaccine as soon as possible and he encourages all people to get the vaccine. We have 80% of the EMS personnel that have received at least the first shot and some have had the second shot. The town still has the policy in place that if an employee travels they need to let their supervisor know. Or if you have any symptoms, you need to let your supervisor know.
- VI. Roundtable: Eric Schelberg indicated the First Responder Optional Surveillance Testing (FROST) program has been put out for EMS, Police and Fire with a surplus of testing supplies. A surveillance program is being looked at for asymptomatic people that are positive. We have found three people that were positive but were asymptomatic and they were then quarantined.

VII. New business:

It was noted that two new representatives for JLMC from Water Utilities will be joining the meetings in 2021: Al St. Pierre and Matt Wallace.

VIII. Scheduled 2021 JLMC meetings:

March 2, 2021 via Zoom

June 1, 2021 via Zoom

September 7, 2021

December 7, 2021

JLMC Safety Program Review (biennial): Due December 2019, June 2021, June 2023

IX. Adjournment: 9:20 am on motion by M. Viola, seconded by R. Riendeau. The meeting was adjourned.